

**EVALUATION PLAN FORM** *(One for each Objective)*

#\_\_\_ GETTING THINGS DONE

#\_\_\_ MEMBER DEVELOPMENT

#\_\_\_ STRENGTHENING COMMUNITIES

Program Name: \_\_\_\_\_

Activity Start Date: \_\_\_\_\_ Activity End Date: \_\_\_\_\_ Report Due Date(s): \_\_\_\_\_

Objective Title: \_\_\_\_\_

<b>1. Activity</b> Describe the national service activity you will be evaluating. (Describe your who, what, when, and where – the delivery structure you use to make your outcomes happen.)	
<b>2. Beneficiaries</b> Briefly describe the people (and estimate the number) your activity will serve.)	
<b>3. Desired Result</b> Explain what change will occur because of the described activity.	
<b>4. Indicators</b> Describe the concrete, observable things you will look at to see whether you are making progress toward your desired result.	
<b>5. Method/Title of Measure</b> Describe the method you will use to determine if the described change occurs. Include the title of your instrument (e.g., Teacher Opinion Survey).	
<b>6. Standard of Success</b> Define a level of success you hope to achieve.	
<b>7. Respondents/Number of Measurements</b> Describe who will complete each instrument (include an estimate of the number). When measures do not include respondents, e.g., water quality tests, include an estimate of the number and frequency of measures to be taken.	
<b>8. Data Collection</b> Describe who will be collecting the data and how often data will be collected.	
<b>9. Data Aggregation</b> Describe who will be aggregating the data and how often data will be aggregated.	
<b>10. Data Analysis</b> Describe who will be analyzing the data and how often data will be analyzed.	
<b>11. Corporation for National Service Report</b> Describe who will write the report and how often the report is due.	
<b>12. Reporting Loop</b> Describe other forms of reporting evaluation information (newsletter, press release), who will write these reports, and how often it occurs.	